

## Leader/supervisor actions for INNG members with CONFIRMED COVID Positive test, COVID SYMPTOMS or DIRECT CONTACT with COVID POSTIVE PERSON (>10 min, within 6 ft, without PPE):

- ☐ Minimize exposure to COVID positive/potential positive INNG personnel.
  - ☐ IF currently in work environment, direct personnel to isolate at home and seek medical attention as required.
  - ☐ IF outside work environment, direct personnel to remain home, monitor symptoms, and seek medical attention as required.
  - ☐ Disinfect personnel's work area and other exposed areas while wearing proper PPE IAW CDC guidelines (gloves, mask, disposable gown).
- ☐ Notify Joint Operations Center (JOC) and Chain of Command through PIR (confirmed positive case) or DNBI (contact with positive/ symptomatic unconfirmed case).
  - ☐ JOC notifies NGB and J1 MED COVID Mapping POCs.
  - ☐ COVID mapping team initiates contact mapping process / staff drill.
  - ☐ COVID mapping team contacts individual and supervisor to determine other potential exposures.
  - ☐ COVID mapping team contacts potentially exposed personnel, following HIPPA guidelines.
- ☐ Identify additional exposed personnel in conjunction with COVID Mapping team immediately to minimize cross shift/workday/team exposure.
- ☐ Direct potentially exposed personnel to: self-monitor for symptoms (CDC list to include temperature checks 2x per day); request testing through Primary Care or ISDH <https://www.coronavirus.in.gov/2524.htm> (testing may be restricted to symptomatic personnel only).
  - ☐ Permit telework for 14 day as duty position/mission requirements allow.
  - ☐ Contact HR or Chain of Command for guidance on non-essential personnel not permitted telework to determine appropriate quarantine leave status.
  - ☐ Reinforce current CDC/DoD guidance on symptoms, social distancing, and other risk mitigation measures.
  - ☐ Mission critical asymptomatic personnel required in the workplace (Determined by Directors, MACOM & BDE SRFTUS and Senior Maintenance Supervisors):
    - ☐ Ensure strict social distancing, wearing of face mask, and symptom self-monitoring (i.e. temperature check twice daily).
    - ☐ Restrict access within workplace to minimize contact with others.
  - ☐ Direct isolation and testing immediately upon onset of symptoms.
- ☐ Review work place coverage and telework schedules to ensure critical mission functions have redundancy and adjust schedules as required.
- ☐ Ensure personnel follow provider instructions regarding isolation/quarantine
  - ☐ CDC standard is 14 days isolation from onset of symptoms AND fever free for three days without medication
  - ☐ Follow provider specific instructions if other complications exist
- ☐ Follow up with quarantined and isolated personnel daily until cleared to return to work IAW CDC guidelines or by a medical provider for more complex cases.